

SUPPORTED LIVING DSP - Revised 11/09

REPORTS TO: Supported Living Services Coordinator

SUPERVISES: No One

STATUS: Non-exempt - refer to personnel policies for detailed explanation.

JOB OBJECTIVE: Provide supervision, training, and assistance in the areas of daily living skills, community integration; and completes required paperwork.

ESSENTIAL JOB FUNCTIONS:

- Assess individual need and participates in the development, implementation and evaluation of Individual Support Plans (ISP);when requested by family, guardian, or client;
- Assist client in participation on outcomes training as defined in ISP, with outcome tracking turned in to supervisor per departmental guidelines;
- Write, complete, and/or maintain reports, records, logs, plans, client files, and other paperwork as required and submit to supervisor per departmental guidelines;
- Provide direct assistance with daily living and personal adjustment; and incidental household maintenance; provide direct assistance and relief to families;
- Provide behavioral intervention as needed, which may include dealing with behaviors of different levels of intensity;
- Report to supervisor and/or family changes in the individual's condition and needs;
- Accompany, transport or assist individual in accessing community resources, doctors appointments, shopping and related activities; may require driving to/from;
- Assist with medications that are ordinarily self-administered, if necessary;
- Provide assistance with completing essential chores such as: housekeeping, other errands essential to housekeeping, prescription pick-up, meal preparation/nutrition, shopping, including planning and putting food away;
- Assist clients, as needed, in and out of wheelchair and lift wheelchairs in and out of van.
- Ensure agency conformance and participation with regulatory agencies of federal, state and local government, specifically related to waiver programming, services, and related agency operations;
- Perform and provide CPR and first aid as needed;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Attend and participate in agency and job-related meetings and training;
- Follow JRDS Client Information Privacy & Security policies & procedures;
- Follow JRDS Personnel Policies & Procedures;

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Thorough knowledge of agency policies, procedures, and guidelines;
- Ability to effectively communicate verbally and in writing with supervisor, board members, co-workers, clients, and the general public;
- Ability to maintain effective, cooperative, and productive work relationships;
- Ability to maintain and complete appropriate records and reports for federal, state and regulatory requirements;
- Attend and participate in agency/job-related in-service, training, meetings;
- Ability to establish and enforce standards for self and clients;
- Ability to develop and implement ideas with supervisory approval;
- Ability to compose, complete, and maintain required paperwork;
- Ability to effectively request and maintain agency materials/equipment;
- Ability to perform and provide CPR and first aid;

- Ability to effectively prioritize work;
- Ability to anticipate problems and initiate corrective action;
- Ability to make practical application of policies/procedures to assigned tasks;
- Ability to legally and safely operate a motor vehicle;

**JOB STANDARDS:** High school equivalent. Prefer previous experience as an aide in a home health agency, hospital, long term care facility, or in serving people with developmental disabilities. Must be free of communicable disease and submit to Mantoux (TB) testing prior to beginning employment. Must be willing to receive training in aggression management/crisis intervention. Excellent work references required.

**EQUIPMENT:** Ability to operate office equipment, including fax, copier, telephone, two-way radio, calculator, other office equipment. Must be able to legally and safely operate a motor vehicle, including wheelchair lift van.

**RESPONSIBILITY:** Work is assigned by supervisor and may consist of detailed instructions. Assignments are usually carried out using standardized procedures. When guidelines do not exist, good judgment should be exercised in selecting and adapting methods/procedures to fit unusual or complex situations, and supervisor is to be advised/consulted on concerns about new/unique tasks.

**HEALTH AND SAFETY:** Employee is to assure health and safety of self and others by following all applicable agency policies, laws, and regulations. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.). Essential job functions (expectations) are subject to change per state regulations and/or client or program needs.

**PERSONAL RELATIONSHIPS:** Duties are performed alone or directly with clients, client families, supervisor, co-workers, and the general public in a cooperative effort in achieving objectives and answering questions.

Signatures below indicate review of the job description

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date